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U.S. DEPARTMENT OF COMMERCE

U.S Census Bureau

Recruiting Bulletin

ISSUE DATE: March 23, 2009

Recruiting Bulletin No. **09-25-009**

CLOSING DATE: Open Until Filled

Chicago Regional Office

POSITION: SENIOR FIELD REPRESENTATIVE

SERIES, GRADE, SALARY: GS-0303-Grade 05 Starting Salary for GS-05 is \$14.74PH

PROMOTION POTENTIAL: GS-06

WHO MAY APPLY: All sources. This vacancy is open to all United States citizens in the State of Wisconsin within the counties of Sauk, Columbia, Juneau, Adams, Marquette, Green Lake, Waushara, Wood, Portage, Waupaca, Marathon, Clark, Taylor, and Lincoln.

THIS IS A TEMPORARY EXCEPTED SERVICE APPOINTMENT NOT TO EXCEED ONE YEAR WITH A POSSIBLE EXTENSION OF ONE ADDITIONAL YEAR.

JOB LOCATION: Job is located in the State of Wisconsin within the counties of Sauk, Columbia, Juneau, Adams, Marquette, Green Lake, Waushara, Wood, Portage, Waupaca, Marathon, Clark, Taylor, and Lincoln.. Duty station is your home.

WORK SCHEDULE: This position is covered by the mixed-tour employment program. Based on the Regional Office workload the number of hours scheduled per week could range up to 40 hours. If the candidate selected for this position is not already serving under a mixed-tour work schedule he/she must sign an Excepted Service Mixed-Tour Agreement prior to appointment.

DUTIES: Performs field team leader duties and other activities under guidance by a higher level program supervisor, usually a Survey Statistician. Duties include conducting group training sessions, performing observations and reinterviews, regular and emergency interviewing assignments on current and one time surveys, manage or conduct non-response follow-up, and serve as a source of advice and guidance to Field Representatives. Assists in recruiting and testing of applicants as needed. May assist in conducting data workshops.

The ideal candidate has a desire to work with the public, a persuasive, tactful manner, and is accurate with detailed paperwork. The applicant must be self-motivated, an efficient planner, need little day-to-day supervision, and be able to carefully follow detailed instructions.

QUALIFICATIONS: Applicants are responsible for ensuring that the application submitted clearly indicates that they meet the qualifications listed below. To be eligible for this position, you must have the experience or education indicated below or a combination of both:

Grade-05: 1 Year Specialized Experience OR 4 Years of Education Above High School

Specialized Experience is described as: One year of specialized experience equivalent to the grade 4 level in the Federal service which demonstrates the ability to: (1) gather, assemble, and edit data; (2) interview respondents to gather and obtain data; and (3) operate personal computers to create, edit, print and retrieve documents.

Education: Successful completion of four years of education in any field above high school. This education must have been obtained in an accredited business, secretarial or technical school, junior college, college or university. You **MUST** submit a copy of your college transcripts or a listing of college courses showing course number, title, grade, type (semester/quarter), and number of credit hours. Applicants selected for position will be required to supply original

transcripts.

When combining education and experience to meet this requirement, only education in excess of the first 60 semester hours is creditable.

BASIS OF RATING: Applicants are required to take a 30 minute Bureau of the Census written exam.

HOW TO APPLY: You must attend a testing session and complete an application and required forms. Please call the Chicago Regional Office at 888-722-8995 for the date, time, and location of a testing session. You will need to provide information regarding the following at the testing session:

- Full name, mailing address (including zip code) and day and evening phone numbers (with area code).
- Social Security number.
- Country of Citizenship
- Veteran's Preference - Applicants claiming 5-point veterans' preference must submit a DD-214 to receive preference. Applicants claiming 10-point veterans' preference MUST submit the SF-15, Application for 10-Point Veteran Preference, with the required proof (i.e., statement from the Department of Veterans Affairs dated within the last year) and the latest copy of the DD-214, Certificate of Release or Discharge from Active Duty.
- Highest education level achieved. Specify: name, city, state, zip code (if known), date or expected date (month/year) of completion of degree requirements, type of degree received, and graduate of foreign universities must include proof of foreign education equivalency to an accredited U.S. college/university.
- To qualify based on education, submit a copy of your college transcript, along with your application.
- Paid and non-paid work experience related to the position. For each work experience include: job title, series/grade (if Federal employment), duties and accomplishments, employer's name and address, supervisor's name and address, starting and ending dates, hours per week, salary, and indicate if we may contact your current supervisor/employer.
- Job-related: training courses (title and year), skills (e.g., other languages, typing speed, computer software/hardware, tools, etc.), certificates/licenses (current), and honors, awards, and special accomplishments (e.g., publications, memberships in professional societies, etc.).
- Individuals with a disability may request reasonable accommodations by calling 888-722-8995.

CONDITIONS OF EMPLOYMENT:

- Applicants must have a valid driver's license and automobile, and a non-cellular private telephone.
- Public law requires all new appointees to present proof of identity and employment eligibility
- Candidates selected for these positions must sign Mixed Tour Employment agreements outlining the conditions of employment prior to the appointment.
- Applicants appointed through this authority are subject to a 1 or 2 year probationary or trial period.
- You will be required to complete a Declaration for Federal Employment (OF-306) to determine your suitability for Federal employment and to authorize a background investigation. You will also be required to sign and certify the accuracy of all the information in your application. If you make a false statement in any part of your application, you may not be hired; or you may be fired after you begin work; or you may be fined or jailed.
- If selected, male applicants over age 18 who were born after 12/31/59 must confirm their selective service registration status. Certification forms will be available at the testing session.
- Employees who receive a Voluntary Separation Incentive payment (VSIP) or "Buyout" and subsequently return to a position in a Federal agency, whether by reemployment or contracts for personal services, are obligated to repay the full amount of the buyout to the agency that paid it.

THE U.S. DEPARTMENT OF COMMERCE IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

ALL QUALIFIED APPLICANTS WILL BE CONSIDERED REGARDLESS OF AGE, RACE, COLOR, SEX, CREED, NATIONAL ORIGIN, LAWFUL POLITICAL AFFILIATION, DISABILITY, MARITAL STATUS, AFFILIATION WITH AN EMPLOYEE ORGANIZATION, SEXUAL ORIENTATION, OR OTHER NON-MERIT FACTOR..

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